

Charter of the Advisory Committee on Voluntary Foreign Aid

1. Committee's Official Designation

Advisory Committee on Voluntary Foreign Aid (ACVFA)

2. Authority

The ACVFA was established May 14, 1946 by President Harry S. Truman in a letter to the Secretary of State. This Committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA) as amended, 5 U.S.C. App.

3. Objectives and Scope of Activities

To serve as a focal point for relations between the U.S. Government and private and voluntary organizations active in the fields of relief, rehabilitation, and development overseas.

To assure that the voluntary sector plays a vital and dynamic role in the formulation and execution of foreign assistance programs.

4. Description of Duties

To consult with, provide information to and advise the U.S. Agency for International Development (USAID), and other U.S. Government agencies, as appropriate, on matters and issues needing attention across a wide spectrum of development issues related to foreign assistance in which the U.S. Government and private and voluntary organizations interact.

To provide information and counsel to the community of private and voluntary organizations working abroad in relief, rehabilitation, and development on issues of concern regarding their relations with USAID and other U.S. Government agencies.

To foster public interest in the field of voluntary foreign aid and the activities of private and voluntary organizations.

5. Agency or Official to Whom the Committee Reports

USAID Administrator

6. **Support**

Support to the ACVFA is provided by staff in the Office of the Administrator, USAID.

7. **Estimated Annual Operating Costs and Staff Years**

The annual operating costs in dollars and person-years for the Advisory Committee and Subcommittees thereof are estimated to be approximately \$250,000 and 1.5 person-years respectively.

8. **Designated Federal Officer (DFO)**

The DFO for the ACVFA Committee is the Executive Director of the ACVFA or his/her designee. This DFO will call all of the advisory committee's and subcommittee's meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the USAID Administrator.

9. **Estimated Number and Frequency of Meetings**

It is expected that the Advisory Committee will hold two public meetings annually. Its Subcommittees and/or Working Groups will meet as determined necessary.

10. **Duration**

The Advisory Committee will serve indefinitely, on a continuing basis, subject to biennial renewal as required under the Federal Advisory Committee Act of 1972.

11. **Termination**

January 10, 2013

12. **Membership and Designation**

The Advisory Committee shall be comprised of no fewer than fifteen and no more than thirty members appointed by the Administrator as representatives of a balanced cross section of non-governmental entities including private and voluntary organizations, cooperatives, foundations, private firms, professional societies, universities and other sources as he/she sees fit.

Members serve in a representative, not an individual, capacity and, therefore, are not subject to the conflict of interest statutes.

13. Subcommittees

The Advisory Committee on Voluntary Foreign Aid or the USAID Administrator may appoint subcommittees and/or working groups as necessary. These subcommittees/working groups shall report back to the ACVFA committee and shall not provide advice or work products directly to the Administrator.

14. Recordkeeping

The records of this Committee, all formally and informally established subcommittees/working groups shall be handled in accordance with General Records Schedule 26, Item 2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552 and will be posted on the ACVFA website at http://www.usaid.gov/about_usaid/acvfa/.

15. Filing Date

January 10, 2011



Rajiv Shah
Administrator
U.S. Agency for International Development



Date